

Job Description

HOD Drama & Dance

Position Title	Head of Department – Drama & Dance
Employment Type	Full-time, Permanent
Reports to	Principal
Working Relationships	• Drama & Dance teachers (full-time and part-time) • Department Management Unit holders • Senior Leadership Team (SLT) • Ancillary staff • Deans • Other Heads of Department
Remuneration:	2 x Permanent Management Units (MU)

Purpose of the Role:

To provide strategic and instructional leadership of the Drama & Dance department, ensuring high-quality teaching and learning programmes across all year levels. The HOD is responsible for leading a large experienced team to continue delivering excellent student outcomes and contributing to the school's vision and values.

Key Responsibilities:

Leadership and Strategic Planning:

- Lead the development and implementation of a clear vision for the department that aligns with whole-school goals.
- Develop and maintain a departmental annual plan.
- Meet regularly with department leadership to support strategic direction and ensure consistency.
- Represent the department at school-wide leadership meetings and contribute to wider school initiatives.
- An understanding of the role of Te Tiriti o Waitangi, and a focus on culturally relational and responsive pedagogy.

Curriculum and Teaching Oversight:

- Oversee curriculum design and delivery from Years 9–13, across the entire range of Drama & Dance curriculum areas.
- Ensure robust teaching and learning programmes that meet the needs of diverse learners.

- Allocate senior course responsibilities and oversee the placement of incoming Year 9 students.
- Maintain oversight of schemes of work, assessment plans, and moderation processes (including NZQA requirements).
- Monitor and analyse department academic performance data to inform improvements.

Staffing and Professional Growth

- Lead a team of 3 staff members.
- Facilitate professional learning and development within the department.
- Provide mentoring and support for beginning and provisionally certificated teachers.
- Oversee appraisal, attestation, and performance development for all department members.
- Participate in the recruitment and induction of new staff.

Operational Management

- Prepare and manage the annual department budget.
- Manage resourcing, including physical resources, digital tools, and other teaching materials.
- Oversee class and room allocations in collaboration with the school timetable team.
- Coordinate the involvement of student teachers and support staff within the department.
- Monitor department discipline processes and student engagement.
- Ensure the smooth day-to-day operation of the department.

Communication and Collaboration

- Liaise regularly with SLT, deans, and ancillary staff on student progress and departmental matters.
- Provide timely and accurate reporting on student progress and departmental performance.
- Ensure effective communication within the department and across the wider school community.

Health and Safety

- Ensure effective health and safety systems are implemented and monitored across all Drama & Dance practical learning environments.